

## **CHIEF CIVIL ENGINEER**

### **PURPOSE AND NATURE OF WORK**

Position is responsible, through a staff of Engineers and aides, for all activities of the Water / Waste Water Engineering division as well as design, specification, documentation, bid evaluation and construction inspection / management for all water production, treatment, distribution, waste water collection and waste water treatment facilities serving a population of approximately 100,000. Incumbent works under general supervision of the Engineering & Power Supply Manager, and has supervisory responsibilities for a moderately sized staff.

**ILLUSTRATIVE EXAMPLES OF WORK** (Note: These examples are intended only to illustrate the various types of work performed by incumbents in this class. All of the duties performed by any one incumbent may not be listed, nor does any incumbent necessarily perform all of these duties.)

Supervises and participates in the assessment of future demands on the water and waste water systems, projections of costs of improvements to meet them, and the presentation of the needed improvements / expansions for budgeting.

Supervises and participates in design, preparation of specifications and plans, bid advertisements and bid evaluation; construction administration of water / waste water projects; authorizes field changes, and documents accordingly. Supervises planning, design, bidding, construction inspection and acceptance of construction projects ranging from pipe line installations / rehabilitation, pumping stations, water wells, water towers, to entire plants. Ensures projects with Environmental Protection Agency and Department of Environmental Quality imposed deadlines are on schedule. Meets with and coordinates work scheduling with developers, engineering consultants, contractors and customers. Prepares contracts and easements, resolves problems as necessary. Prepares and / or supervises preparation of contracts, easements, plats, permits, annexation sewer assessments, development review, plans for relocation of water / waste water utilities due to construction, and minor surveying. Administers water / sewer assessment program.

Performs related work as required.

### **NECESSARY KNOWLEDGE, ABILITIES AND SKILLS**

Thorough knowledge of modern ground water production / treatment engineering and construction methods and materials.

Thorough knowledge of modern waste water collection / treatment engineering and construction methods and materials.

Knowledge of the regulatory environment of water and waste water engineering.

Ability to use personal computers in performance of duties.

Ability to plan, organize and coordinate various phases of water / waste water engineering projects and to insure completion according to schedule.

Ability to form and maintain effective working relationships with employees, elected officials and general public.

Ability to obtain registration as a professional engineer in the State of Louisiana with the first year of employment. (This requirement applies only to those applicants who are already registered as professional engineer in another state.)

### **DESIRABLE EDUCATION AND EXPERIENCE**

Baccalaureate degree from an accredited college or university in Civil Engineering with progressive responsibility in all phases of water production / distribution and waste water collection / treatment engineering, including state and federal environmental regulations and system planning, or an equivalent combination of education and experience.

### **NECESSARY SPECIAL REQUIREMENT**

Registration as a Professional Engineer with the State of Louisiana or a state granting reciprocal recognition of registration.